

- A. Assists in planning chemical dependency treatment programs; and coordinates with other departments, divisions, agencies, and community organizations for the delivery of treatment services to offenders with histories of chemical use, abuse, or addiction.
- B. Provides advanced specialized chemical dependency and chemical abuse assessments in compliance with Substance Abuse Treatment Program standards, guidelines, policies, and procedures.
- C. Maintains offender records and other records regarding services provided to include statistical feedback on evaluations; and compiles data and submits reports and related documentation.
- D. Assists in instructing others in program methods, procedures, and functions.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SUBSTANCE ABUSE COUNSELOR III -
Addiction Severity Index Tester

SALARY GROUP: B16

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major coursework in Criminal Justice, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning experience in substance abuse treatment.
3. Therapeutic community environment experience preferred.
4. Screening and assessment experience preferred.
5. Current valid licensure as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services, current valid certification as a Certified Criminal Justice Professional (CCJP) by the Texas Certification Board of Addiction Professionals, current valid license as a Licensed Professional Counselor (LPC) by the Texas Commission of Professional Counselors, or current valid licensure as a Licensed Psychological Associate (LPA) by the Texas Board of Psychological Examiners.

Must maintain valid license or certification for continued employment in position.

B. Knowledge and Skills

1. Knowledge of alcoholism, chemical dependency, addiction, co-dependency, and related disorders.
2. Knowledge of the techniques and modalities of counseling assessments and an understanding of chemical dependency recovery.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to observe, assess, evaluate, and analyze provided services and prepare related reports.

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6. Skill in motivational interviewing techniques.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.
11. Skill to review technical data and prepare technical reports.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to interpret and translate Spanish to English and English to Spanish preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.